



City of Hamtramck
3401 Evaline Avenue
Hamtramck, Michigan 48212

Invites applications for the position of:
Public Works Director
An Equal Opportunity Employer

Job Description Summary:

The Director is responsible for the administration, leadership, management, and operation of the Public Works Department with responsibilities for the construction and maintenance of City streets, traffic signals, street lights and signs, solid waste services, and the maintenance of City buildings.

Essential Duties.

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assume full management responsibility for all Public Works Department services and activities including water distribution, sanitary sewer, storm sewer systems, street maintenance and construction, central maintenance, engineering, traffic control, building maintenance and solid waste services; recommend and administer policies and procedures.
- Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
- Establish appropriate service and staffing levels. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Work with engineering staff to develop, budget and manage all capital improvement projects.
- Manage all outside vendor contracts. Water and Sewer Maintenance, Tree Removal, Sweet sweeping, Sanitation Pick Up, and all Building related contracts.
- Supervise independent contractors and contract service providers in the performance of department related activities when necessary.
- Plan, direct and coordinate, through managerial personnel, the Public Works Department work plan. Review and evaluate work methods and procedures. Meet with management staff to identify and resolve problems.



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- Participate in the development and administration of the Public Works Department budget. Approve the forecast of funds needed for staffing, equipment, materials and supplies. Approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend Public Works Department programs, policies, and activities. Negotiate and resolve sensitive and controversial issues.
- Represent the Public Works Department to other city departments, elected officials and outside agencies. Coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
- Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
- Represent the Public Works Department to the general public, coordinate and facilitate Public Works activities with public service needs.

Compensation: DOQ

Education and Experience:

- Bachelors of Science in Civil Engineering, Public Administration, or any other related field. Master's degree preferred.
- At least five years of progressively responsible experience, with three years of Management level experience.
- Must have a Water S-1 Operator License through the Department of Health, State of Michigan.
- Valid State of Michigan operator's license with a clear driving record.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.

Application Process: Email resumes to HR@hamtramckcity.com. Open until filled.